

Initiated: 12/10/82
Reviewed/revised: 2/13/08
Revision: 13

**MILWAUKEE COUNTY EMS**  
**OPERATIONAL POLICY**  
**ROUTINE OPERATIONS**

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**POLICY:** Ambulances, kits, equipment will be routinely checked to ensure they are in good working order, completely stocked and clean. Complete patient care documentation includes all information necessary for continuing patient care, billing and electronic data collected by the monitor/defibrillator. All clocks used in the course of patient care (dispatch, monitor, personal wristwatch, EPC, etc.) shall be synchronized to the National Institute of Standards and Technology (NIST) time on a daily basis.

**For every patient encounter:**

- Complete the patient care record and distribute as directed for continuing patient care, billing, and data collection.
- Make a reasonable attempt to obtain a copy of the hospital financial information (FIN) sheet for all patient transports and attach to the run report.

**On a daily basis:**

- Check and restock all kits and supplies at the beginning of the shift and after every run.
- Ensure that all equipment is in good working order at the beginning of the shift and after every run.
- Maintain the vehicle and equipment in a clean and orderly fashion.
- Return any defective item to the appropriate department for replacement or repair (refer to Equipment Exchange Policy.)
- Count controlled substances and justify with control sheets. Any discrepancy is to be accounted for before the previous shift is relieved. Inability to account for a controlled substance is to be reported immediately to the EMS Supervisor.
- Rotate the batteries in the monitor/defibrillator.
- Check Rosetta battery and replace as needed.
- Document that the monitor/defibrillator was checked for:
  - Paper quantity and feed
  - Operations of all controls
  - Operation of defibrillator
  - Non-invasive blood pressure monitor, where applicable
  - Date and time synchronization to NIST time.
- Perform a user test on the monitor/defibrillator and file the test results in the appropriate location.
- Check ETCO2 cable integrity
- Rotate portable radio batteries.
  - Place fully charged battery in the radio.
  - Charge the used battery until the cycle is complete; remove from charger and store.
- Forward EMS run reports to Fire Dept. Administrative offices, who will prep for weekly pick-up by Milwaukee County EMS.
- Upload all patient care information from monitor/defibrillator to the station computer; clear the data card.
- Ensure station computer for uploading ECG monitoring information has the correct date and is synchronized to the atomic clock

**On a weekly basis:**

- In addition to cleaning the patient area after each run, on the day specified by the fire department, wash the interior of the vehicle, stretcher, stair chair and backboards with phenolic or quaternary compound solution following label directions.
- Clean the exterior and interior vehicle compartments.
- Test the voice and telemetry radio equipment on the assigned day via mobile and portable telemetry radios. Test portable and mobile trunking radios.
- Rotate medications such that waste due to expiration does not occur.

**On a biweekly basis:**

- On the day determined by the fire department, inventory all supplies and check expiration dates. Prepare a list of needed items.
- Complete the supply order form and e-mail to the Milwaukee County EMS offices before Friday prior to delivery date.
- Receive, check, and store supplies. Rotate stock. Notify EMS Stores Clerk of any discrepancies.

**On a monthly basis:**

- On the day specified by the fire department, remove all contents of the kits. Check the expiration dates on all medications and fluids. Return expired medications to the Milwaukee County EMS Stores Clerk. Wash out the kits with phenolic or quaternary ammonium compound solution following directions. Dry completely before replacing contents.
- On the day specified by the fire department, remove all medications and fluids from vehicle stock, checking expiration dates. Return expired medications to the Milwaukee County EMS Stores Clerk. Wipe out compartments with phenolic or quaternary ammonium compound solution following directions. Dry completely before replacing contents.
- As scheduled, discharge and recharge all monitor/defibrillator batteries as per manufacturer operational instructions listed in the manufacturer's manual. Any battery with levels of less than 70% displayed after 3 discharge-charge cycles should be brought to the EMS Supervisor for replacement. Note the battery results on the back of each battery.